

ANOKA COUNTY BOARD MEETING

MINUTES

Government Center
Anoka, Minnesota

August 22, 2023

Chair Look called the meeting to order at 9:30 a.m. and called for participation in reciting the Pledge of Allegiance.

Present:	District #1	Matt Look
	District #2	Julie Braastad
	District #3	Jeff Reinert
	District #4	Scott Schulte
	District #5	Mike Gamache
	District #6	Julie Jeppson
	District #7	Mandy Meisner

Others Present: Rhonda Sivarajah, County Administrator; Brad Johnson, County Attorney; staff, consultants, and citizens

Commissioner Braastad made motion granting reductions of valuation and/or abatements of taxes, special assessments, costs, penalties and/or interest as requested and approved by the county assessor, county auditor and/or county treasurer. (A full text of persons receiving tax abatements is on file and available for public inspection in the County Administration Office.) Commissioner Schulte seconded the motion. Upon roll call vote, motion carried unanimously.

Commissioner Meisner made motion accepting the regular claims paid over \$500 for the period ending August 11, 2023, and purchase-card claims paid for the period ending August 11, 2023. (Claims are on file in the County Administration Office.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried unanimously.

Commissioner Schulte made motion approving the minutes from the August 8, 2023, Anoka County board meeting. Commissioner Braastad seconded the motion. Motion carried unanimously.

Commissioner Look presented the Finance and Capital Improvements Committee chair report.

1. Commissioner Braastad made motion approving Contract #C0010222 with All State Communications, 5114 Marson Drive, Sauk Rapids, MN 56379, to provide cabling required for the Emergency Communications and Radio Shop, for an amount of \$598,908, subject to review by the county attorney as to form and legality. (Contract is on file in the Finance Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried unanimously.

Commissioner Reinert presented the Human Services Committee report from the meeting of August 15, 2023, which also acts as the Local Social Services Agency and Health Board.

CONSENT

1. Commissioner Reinert made motion approving the following:

Economic Assistance

- A. Ratifying of Medical Assistance and General Assistance medical expense payments for Economic Assistance clients in an amount of \$300,139.22 as identified in the Economic Assistance Client Payments Report for July 2023 on file in Human Services Administration.

Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

ECONOMIC ASSISTANCE

2. Commissioner Reinert made motion entering into Contract #C0005216 (Amendment 4) with Hennepin County for continuation of the Integrated Voice Response (IVR) system in an amount of \$5,793 per month through September 30, 2028, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Services Department.) Commissioner Gamache seconded the motion. Upon roll call vote, motion carried.

SOCIAL SERVICES

3. The following subgrantee contracts are for Family Homeless Prevention and Assistance Program (FHPAP) housing assistance services from October 1, 2023, through September 30, 2025. (All contracts are subject to review by the county attorney as to form and legality and on file in the Human Services Department.)
 - A. Commissioner Meisner made motion approving Contract #C0010205 with Hope 4 Youth, in an amount not to exceed \$193,165. Commissioner Schulte seconded the motion. Upon roll call vote, motion carried unanimously.
 - B. Commissioner Gamache made motion approving Contract #C0010202 with The Salvation Army, in an amount not to exceed \$1,736,000. Commissioner Braastad seconded the motion. Upon roll call vote, motion carried unanimously.
 - C. Commissioner Schulte made motion approving Contract #C0010204 with the YMCA of the North, in an amount not to exceed \$550,835. Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried unanimously.
4. The following subgrantee contracts are for the Homework Starts with Home Program from October 1, 2023, through September 30, 2027. (All contracts are subject to review by the county attorney as to form and legality and on file in the Human Services Department.)
 - A. Commissioner Jeppson made motion approving Contract #C0010207 with The Salvation Army, in an amount not to exceed \$399,500. Commissioner Gamache seconded the motion. Upon roll call vote, motion carried unanimously.
 - B. Commissioner Schulte made motion approving Contract #C0010208 with the YMCA of the North, in an amount not to exceed \$166,628. Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried unanimously.
5. Commissioner Schulte made motion entering into Contract #C0008755 (Amendment II) with The Salvation Army, in an amount of up to an additional \$200,000 for housing assistance services from June 1, 2023, through September 30, 2023, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Services Department.) Commissioner Braastad seconded the motion. Upon roll call vote, motion carried.

BEHAVIORAL HEALTH

6. Commissioner Meisner made motion entering into Contract #C0009233 with the Minnesota Department of Human Services in amended amounts of \$2,109,095 for the Adult Mental Health Initiative and \$1,231,442 for the Community Support Program from January 1, 2023, through December 31, 2024, subject to review by the county attorney as to form and legality. (Contract is on file in the Human Services Department.) Commissioner Jeppson seconded the motion. Upon roll call vote, motion carried.

7. Commissioner Jeppson offered the following resolution and moved its adoption:

RESOLUTION #2023-95

**ACCEPTING MN HOUSING FUNDING FOR THE
HOMEWORK STARTS WITH HOME PROGRAM
(CONTRACT #C0010206)**

WHEREAS, the State of Minnesota has appropriated \$5,500,000 of combined Family Homeless Prevention and Assistance Program and Housing Trust Fund Program funds to the Homework Starts with Home Program funding to Minnesota Housing for FY2024-FY2028; and,

WHEREAS, Anoka County has met all requirements of the grant application and has been awarded \$588,320 by Minnesota Housing. The grant is to be used to stabilize housing for families with school age children and unaccompanied youth to help households who are experiencing homelessness secure housing and is funded through Minn. Stat. § 462A.204 and Minn. Stat. § 462A.201 from October 1, 2023, through September 20, 2027; and,

WHEREAS, Anoka County will be partnering with Anoka-Hennepin Independent School District 11 to refer and connect youth and families from targeted schools and the HOPE Office to the Homework Starts with Home Program; and,

WHEREAS, Anoka County and Anoka-Hennepin Independent School District 11 will partner with Metro HRA to refer and connect youth and families from targeted schools and the HOPE Office to Housing Trust Fund subsidies and Housing Choice Vouchers through the Homework Starts with Home Program; and,

WHEREAS, in order to accept the grant funds, the county must agree to conditions of the grant:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby enter into Grant Contract #C0010206 with Minnesota Housing to conduct the Homework Starts with Home Program. The grant must be used to provide rental assistance, damage deposits and supportive services to qualified households as outlined in Minn. Stat. § 462A.204 and Minn. Stat. § 462A.201. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED that the county administrator be authorized to execute the grant contract on behalf of Anoka County.

(Contract is on file in the Human Services Department.)

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

8. Commissioner Gamache offered the following resolution and moved its adoption:

RESOLUTION #2023-96

**ACCEPTING MN HOUSING FUNDING FOR THE
FAMILY HOMELESS PREVENTION AND ASSISTANCE PROGRAM
(CONTRACT #C0010203)**

WHEREAS, the State of Minnesota has appropriated \$51,355,000 Family Homeless Prevention and Assistance Program funding to Minnesota Housing for FY2024 and FY2025; and,

WHEREAS, Anoka County has met all requirements of the grant application and has been awarded \$2,500,000 by Minnesota Housing. The grant is to be used to prevent and minimize repeat episodes of homelessness under Minn. Stat. § 462A.204, from October 1, 2023, through September 20, 2025; and,

WHEREAS, in order to accept the grant funds, the county must agree to conditions of the grant:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby enter into Grant Contract #C0010203 with Minnesota Housing to conduct the Family Homeless Prevention and Assistance Program. The grant must be used to provide street outreach, rental assistance, damage deposits, and supportive services to qualified households as outlined in Minn. Stat. § 462A.204. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED that the county administrator be authorized to execute the grant contract on behalf of Anoka County.

(Contract is on file in the Human Services Department.)

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

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Commissioner Gamache presented the Information Technology Committee report from the meeting of August 15, 2023.

1. Commissioner Braastad made motion approving a purchase from Pro-Tec Design, 5929 Baker Rd Ste 400, Minnetonka, MN 55345 for the security camera and intercom system at the Emergency Communications Center and Radio Shop, in the amount of \$187,739.00 with a change order of \$18,773.90 for a total not to exceed \$206,512.90. Commissioners Gamache and Schulte seconded the motion. Upon roll call vote, motion carried unanimously.
2. Commissioner Gamache offered the following resolution and moved its adoption:

RESOLUTION #2023-97

**APPOINTING SECURITY OFFICIAL
PURSUANT TO HIPAA REGULATIONS
AND DATA PRIVACY CONCERNS**

WHEREAS, the 1996 Health Insurance Portability and Accountability Act (HIPAA), and its implementing regulations, impose a variety of requirements on public and private entities that are considered covered entities to protect the privacy of individually identifiable health information; and,

WHEREAS, the Minnesota Government Data Practices Act, Minnesota Statutes §13.05 subd. 5 requires the Anoka County Responsible Authority to ensure the privacy and security safeguards for all private, confidential and non-public data; and,

WHEREAS, Anoka County has determined it is a covered entity for purposes of HIPAA because some county departments, units, or programs involve covered functions with individually identifiable health information that must comply with HIPAA requirements. Anoka County is a hybrid entity; and,

WHEREAS, Anoka County, as a covered entity, must designate an individual as the security official under the federal HIPAA regulations and the responsible authority requires assistance in ensuring the privacy and security for all Anoka County data; and,

WHEREAS, Anoka County previously appointed Susan Vreeland as the designated Security Official for Anoka County and Dan Lekatz was appointed as backup to the security official. Neither Susan Vreeland nor Dan Lekatz are able to fulfill that appointment:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, does hereby designate Craig Nekola under 45 C.F.R. § 164.308 as the Security Official for Anoka County, responsible for the development and implementation of policies and procedures required by the Security Standards for the Protection of Electronic Protected Health Information for Anoka County, as well as general security standards for all Anoka County data.

BE IT FURTHER RESOLVED that the Anoka County Board of Commissioners delegate authority to the Anoka County Security Official to implement and periodically evaluate security policies and procedures developed for Anoka County generally and under the Security Standards for the Protection of Electronic Protected Health Information.

BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Anoka County Attorney, Anoka County Administrator, Anoka County Chief Officers, Anoka County Security Official, and Anoka County Privacy Official.

Motion carried unanimously. Resolution declared adopted.

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Commissioner Reinert presented the Internal Audit Committee report from the meeting of August 3, 2023. All items were of an informational nature and required no board action.

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Commissioner Schulte presented the Property Records and Taxation Committee report from the meeting of August 15, 2023.

1. Commissioner Schulte made motion approving Contract #C0010226, Joint Powers Agreement between Anoka County and St. Francis Independent School District 15 for Election Services provided by Anoka County on behalf of the School District with a base cost of \$6,000, subject to review by the county attorney as to form and legality. (Contract is on file in the Property Records and Taxation Department.) Commissioner Braastad seconded the motion. Upon roll call vote, motion carried unanimously.

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At 9:51 a.m., Chair Look asked County Attorney Brad Johnson to conduct a public hearing (postponed from the August 8, 2023, Anoka County Board Meeting) to obtain comments concerning the proposed Anoka County Ordinance Prohibiting Public Use of Cannabis on County-Owned Properties. Brad Johnson called the public hearing to order.

Notice of August 11, 2023, publication in the Anoka County UnionHerald was made a part of the record indicating time and place for the public hearing pursuant to statute.

No comments were received prior to the hearing.

Inquiry was made of the people present as to whether there were any comments or questions from the public. There was no public testimony.

The public hearing was adjourned.

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Commissioner Gamache made motion postponing consideration of Ordinance #2023-1, Prohibition On Use Of Cannabis On County-Owned Properties to the September 12, 2023, county board meeting to allow time for discussion regarding the ordinance with the Anoka County Sheriff's Office. Commissioner Meisner seconded the motion.

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Commissioner Gamache made motion amending his motion to change the postponement date for county board consideration of Ordinance #2023-1 from September 12, 2023, to after the September Intergovernmental and Community Relations Committee Meeting. Commissioner Meisner seconded the motion.

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Commissioner Gamache made a second motion revising his amended motion to change the postponement date for county board consideration of Ordinance #2023-1 from after the September Intergovernmental and Community Relations Committee Meeting to October 10, 2023. Commissioner Meisner seconded the motion.

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On the amendment to the motion postponing county board consideration of Ordinance #2023-1, changing the date from September 12, 2023, to October 10, 2023, Commissioners Reinert, Gamache, Jeppson, and Meisner voted "yes." Commissioners Braastad, Schulte, and Look voted "no." Amendment approved.

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On the original motion, as amended, to postpone consideration of Ordinance #2023-1, Prohibition On Use Of Cannabis On County-Owned Properties to the October 10, 2023, county board meeting, Commissioners Reinert, Gamache, Jeppson, and Meisner voted "yes." Commissioners Braastad, Schulte, and Look voted "no." Motion carried.

The item was postponed to the board meeting on October 10, 2023, for further consideration and action.

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Commissioner Schulte offered the following resolution and moved its adoption:

RESOLUTION #2023-98

**RESOLUTION TO ESTABLISH AN
ANOKA COUNTY LIBRARY ADVISORY BOARD**

WHEREAS, on July 11, 2023, the Anoka County Board of Commissioners adopted Resolution #2023-80, a resolution adopting Minn. Stat. § 134.115 and establishing an Anoka County Library Advisory Board (“Library Advisory Board”); and,

WHEREAS, once Resolution #2023-80 is filed with the Minnesota Secretary of State, the Library Advisory Board will replace the existing Anoka County Library Board; and,

WHEREAS, pursuant to Minn. Stat. § 134.115, the Anoka County Board of Commissioners is obligated to appoint seven members to the Library Advisory Board; and, furthermore, has the general authority to direct, operate, and manage the suburban Anoka County library system; and,

WHEREAS, it is the goal of Anoka County to facilitate a smooth transition from the Anoka County Library Board to the Library Advisory Board and to provide stability throughout the process:

NOW, THEREFORE, BE IT RESOLVED that Anoka County, by and through its Board of Commissioners, hereby ratifies and incorporates the terms of Resolution #2023-80 to govern the Library Advisory Board.

BE IT FURTHER RESOLVED that the Library Advisory Board shall consist of seven members appointed by the Anoka County Board of County Commissioners. A county commissioner will be appointed to serve ex officio as a liaison between the Library Advisory Board and the Anoka County Board of County Commissioners. By custom, the commissioner liaison also serves as the Anoka County representative to the Board of Trustees of the Metropolitan Library Service Agency (MELSA).

BE IT FURTHER RESOLVED that the following persons who were serving on the Anoka County Library Board are appointed to the Library Advisory Board as initial members to serve for a term expiring in January of the year specified herein: Carol Fast, 2025; Virginia Kost, 2025; Tracy Strombeck, 2025; Meaghan Burns, 2026; Sara Fillbrandt, 2026; Barb Case, 2027; Richard Orpen, 2027.

BE IT FURTHER RESOLVED that, subject to the following provisions, all future members will be appointed for terms of three years, with each term to begin in January of the respective year.

BE IT FURTHER RESOLVED that the following provisions shall apply to all members serving on the Library Advisory Board:

- a. The appointment to fill any vacancy shall be for the remainder of the unexpired term, and the replacement will be made by the Anoka County Board of Commissioners.
- b. Members are limited to not more than three consecutive terms, plus any portion of an unexpired term to which they are appointed.
- c. Members shall receive no compensation for their services, but may be reimbursed for actual and necessary traveling expenses incurred in the discharge of library board duties and activities or a per diem allowance according to section 375.47 in place of the expenses.
- d. Members serve at the pleasure of the Anoka County Board of Commissioners and may be removed at any time for misconduct, neglect, or at the discretion of the Anoka County Board of Commissioners.

BE IT FURTHER RESOLVED that the following provisions shall apply to the Library Advisory Board:

- a. Immediately after appointment, the Library Advisory Board shall organize by electing one of its number as president and one as secretary, and from time to time it may appoint such other officers as it deems necessary.
- b. The Library Advisory Board shall adopt bylaws and regulations for the conduct of its business as may be expedient and conformable to law.

- c. The Library Advisory Board president shall report vacancies in the board to the Anoka County Board of Commissioners. The Anoka County Board of Commissioners shall within 90 days fill any vacancies by appointment for the unexpired term.

BE IT FURTHER RESOLVED that as soon as practicable following the end of each fiscal year, the Library Advisory Board shall report to the Anoka County Board of Commissioners all amounts received during the preceding year and the sources thereof, the amounts expended and for what purposes, the number of library materials on hand, the number purchased and loaned, and such other information as the library director deems advisable. No later than April 1 of each year the Library Advisory Board shall file this information with the Minnesota Department of Education on forms supplied by the department.

BE IT FURTHER RESOLVED that in accordance with existing county policy, the Library Advisory Board has the authority to accept gifts, donations, or bequests made or offered by any person for public library purposes. The library director or his or her designee shall report the accepted gifts, donations, or bequests to the Anoka County Board of Commissioners on a quarterly basis. In all such cases, Anoka County retains the authority to acquire a site, levy a tax, and pledge itself by ordinance or resolution to a perpetual compliance with all the terms and conditions of the gift, donation, or bequest so accepted.

BE IT FURTHER RESOLVED the Anoka County Library Board be dissolved, and its current and past members be commended for their dedicated service to Anoka County.

Upon roll call vote, motion carried unanimously. Resolution declared adopted.

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Committee appointments:

1. Commissioner Schulte made motion appointing Erin Lind, who we believe can fairly represent all hydrologic areas within the district, to the Coon Creek Watershed District Board of Managers, replacing Matthew Herbst, for a term ending May 27, 2026. Commissioner Jeppson seconded the motion. Motion carried unanimously.
2. Commissioner Gamache made motion appointing Michelle Anderson, as a community representative, to the Anoka County Children and Family Council, replacing Reverend David C. Lechelt, for a term ending May 31, 2026. Commissioner Jeppson seconded the motion. Motion carried unanimously.

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The county board meeting was adjourned at 10:11 a.m.

ATTEST:

**COUNTY BOARD OF COMMISSIONERS
ANOKA COUNTY, MINNESOTA**

By: _____
Rhonda Sivarajah
County Administrator

By: _____
Matt Look, its Chair

Motion carried means all commissioners in attendance voted affirmatively unless otherwise noted.